

Solid Foundation Preparatory Academy

Accreditation Application

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Jayne L. Broome

School Administration / Executive Director

Solid Foundation Preparatory Academy

Latimer-Cooksey Arts and Cultural Foundation

4025 N. Hartford Ave.

Tulsa, OK 74106

918.794.7800 (office)

918.794.7801 (fax)

www.sfpaeagles.com

www.lcacf.org

sfpaeagles@gmail.com

jbroome@sfpaeagles.com

November 18, 2020

Solid Foundation Preparatory Academy was founded by Jayme Broome and Alnetta Morris, whose mission was to find an alternative to educating their own children. Broome and Morris felt the need to do something different for their children who were having difficulties in the schools they were currently enrolled.

In the summer of 2004, the “I CAN” Summer Enrichment Arts and Academics Camp”, which was birth in the home of Jayme Broome, became the launch of Solid Foundation Preparatory Academy. With high hopes of capturing the 80 campers enrolled in the summer program, Broome and Morris thought this would be the start of something great. With great anticipation and excitement, the 2004-2005 Academic School year was about to begin and 5 of the 80 campers enrolled in the school program. With Morris’ son and Broome’s daughter, SFPA began its legacy with 7 students.

Broome and Morris both taught and did so as if they were teaching 100 students. Their reputation of requiring academic excellence, exemplary behavior, parental support and much more spread throughout the community and by January 2005, 7 students increased to 21, fall of 2005, SFPA enrolled 32 students and the increase continued each year. SFPA began its 17th year in August of 2020.

Parents and Guardians were interested in the program because of the high expectations and the strong desire to educate our young, especially African Americans males. The school enrolled 75% African Americans males who were misunderstood in their home schools, missed out on their education due to suspension and basically lost the will to learn. Because of Broome and Morris’ belief that all children can and have the right to learn, they worked with each child at their level, encouraged them to work hard, demanded respect and expected greatness from each student, students under their tutelage began to improve and develop a love for learning. Solid Foundation Preparatory Academy became the refuge for parents and guardians who were needing a different type of academic program for their child.

Solid Foundation Preparatory Academy is a private, Christian based, elementary school. SFPA provides an arts-infused rigorous academic program for students in grades PreK-3 through 5th grade. In addition to its first-rate academic program, SFPA also provides lessons in social and life skills. Students who are enrolled the program gain compassion for community by participating in required character enrichment programming. Students are expected to be involved in our community service projects that include food drives, honoring our Veterans, adopting a grandparent, tutoring their peers, and “Keep Our City Clean” campaign.

Our extended school days and 11-month school year provides the students with nearly 120 more hours than the typical public school. Students receive instruction in all core subjects – Math, Reading, Language, Social Studies and Science. Our small class sizes (12:1 student to teacher ratio), the rigor in our curriculum and the arts-infusion, set our program apart.

SFPA is governed by Latimer-Cooksey Arts and Cultural Foundation (LCAC), a local non-profit organization in which addresses the needs of at-risk youth. The organization provides tutoring to students of all ages, youth mentoring programs, culturally rich field trips and entrepreneur workshops for aspiring business owners.

Solid Foundation Preparatory Academy

Governance

Solid Foundation Preparatory Academy is governed by Latimer-Cooksey Arts and Cultural Foundation (LCAC). LCAC is directed by the Board of Directors who have all powers and duties for the conduct of the activities of the academy and all other programming.

The Organizational Chart and Governing Board of Latimer-Cooksey Arts and Cultural Foundation begins with the Board of Directors.

President:

The President of the Board of Directors may be appointed by the members of the Board of Directors at its annual meeting. The President of the Board of Directors shall preside over all meetings of the Board of Directors and shall have such other powers as the Board of Directors may delegate from time to time.

Vice President:

The Vice President of the Board of Directors may be appointed by the members of the Board of Directors at its annual meeting. In the absence of the President or in the event of his or her inability or refusal to act, the Vice President shall perform all the duties of the President, and when so acting shall have all the powers of and be subject to all the restrictions upon the President. The Vice President shall perform such other duties as from time to time may be assigned to him or her by the President or the Board of Directors.

Treasurer:

The Treasurer will keep and maintain or cause to be kept and maintained, adequate and correct books and records or accounts of the properties and business transactions of the organization.

Secretary:

The Secretary shall keep or cause to be kept, at the principal office of the foundation a book of minutes of all meetings and actions of the Board of Directors.

Powers and Duties of the Board-

All corporate powers shall be exercised by the direction of its Board of Directors. A more complete list of powers is listed in the By-Laws of Latimer-Cooksey Arts and Cultural Foundation.

Decision Making Process –

The Board decides by a majority vote concerning amendment to the foundation or by-laws or removal of members of the board. A $\frac{3}{4}$ vote approves expenditures, purchases, loans, mortgages, or grants of security in excess of \$50,000 or over the budget approved by the Board of Directors.

Qualifications/Size/Term –

The number of members will consist of a minimum of three no more than five members. Members shall be appointed for their ability to participate effectively in fulfilling the responsibilities of the Board of Directors. There are no limits on the number of consecutive terms served by a Board Member. The

President and each member shall serve until he or she is removed, resigns, or otherwise ceases to qualify as a President or member.

Appointments / Replacements –

All new members of the Board of Directors must be nominated and approved by a majority vote of the current Board of Directors.

External Organization-

Solid Foundation strives to create a strong working relationship with the local public and private school sectors for the students who promote from 5th grade.

Advisory Boards –

The Board of Directors may designate one or more advisory boards to serve at the pleasure of the Board of Directors. Advisory Boards shall have such authority as is given them in the authorizing resolution.

Foundational Commitments –

No amount of a donation is required to serve on the Board of Directors, and no compensation is given to a Board of Director. However, the expectation of a member is to help cultivate donors.

By-Laws –

The complete list of By-Laws is available upon request.

Articles of Incorporation –

The Not-for-Profit Certificate and Articles of Incorporation was filed on January 28, 2004.

Solid Foundation Preparatory Academy

Operations

Start Up Plan –

Previously mentioned, SFPA has been in existence since 2004.

Operating Agreement –

Solid Foundation Preparatory Academy does not have an operating agreement with any entity, however, SFPA does have an agreement with Tulsa Public Schools who provides Title funds we qualify for such as tutoring and professional development.

Timeline and Tasks –

Our school opened in 2004 in a shared space. Our first task was to acquire a building, be it leased or owned, where we were the sole tenants. We moved in to a structure in 2010.

Parental Involvement –

Parents are involved in our school on a daily basis. Parents are asked to volunteer at the school at least 10 hours a year. Parents have the opportunity to volunteer in vast capacities such as assisting with office clerical work, committee chairs of various school events, story time readers in our PreK – Kindergarten classes, substitutes and other duties the school may need from time to time.

Monthly Parent Meetings are held. Monthly Newsletters, weekly emails, phone calls and texts are the forms of school/teacher/parent communication. The school schedules a Fall Parent/Teacher Conference and a Student-Led Parent/Teacher Conference in the spring.

Staff Development –

We have a minimum of five days of staff development built in to our calendar. We have professional teaching coaches share ideas and best practices with our faculty and staff at least twice a semester during staff meetings and scheduled staff development days.

Students Information System –

SFPA utilizes the Gradelink Student Information System. We are able to provide grade information to our parents through this application. The system also documents and records attendance, academic achievement, and discipline issues for student records.

School Year Calendar –

SFPA has an extended school calendar. Our school day begins at 8:00am and ends at 3:45pm. Our year begins the 2nd Wednesday of August and extends through the third Friday in May with traditional holiday breaks. We offer a three-week summer institute in the month of July – The “I CAN” Summer Enrichment Arts and Academics Camp. Our total number of instructional days this year will be 192 days.

Class Schedule –

SFPA has daily classes in Math (60 minutes), Language Arts/Reading (60 minutes), Social Studies/Science (60 minutes) and P.E. (45 minutes).

Special Education –

We utilize Title I to provide tutors for reading and math to students who demonstrate a need. We do not have a designated special education program.

Transportation –

Transportation to and from school is not provided. School Field Trips transportation is provided by local charter bus companies or the Sand Springs School District Bus Service.

Child Nutrition –

Lunch is contracted through BiteWay Nutrition Services at a nominal fee. Students are also allowed to bring their lunch to school.

Solid Foundation Preparatory Academy

Personnel

Hiring Policies and Procedures/Recruitment/Contracts –

A faculty/staff handbook and/or review of the handbook is provided to each employee annually. The handbook covers all information needed.

The teacher contract shall be an agreement entered into by and between the educator, Solid Foundation Preparatory Academy and Latimer-Cooksey Arts and Cultural Foundation.

The Executive Director/School Administrator shall be responsible for hiring all employees and staff members. A prospective teacher or staff member will send a resume to the Executive Director/School Administrator.

Qualifications are considered without regard to race, color, religion, gender, national origin, age or disability protected by law.

The terms of contract are from June 1 to May 31st and are offered on an annual basis.

Background checks is required along with W-4 and I-9 documents.

Job Descriptions –

Job descriptions are provided to each person employed at Solid Foundation Preparatory Academy (LCAC).

Roles and Responsibilities –

The Executive Director of LCAC will serve as the School Administrator and is responsible for the daily operation of the school.

Administrative Assistant is the liaison for parents, teachers, and students.

Additional Duties –

Staff Evaluations –

Teacher evaluations are made by the School Administrator each semester and shared with the teacher.

Library Plan –

Solid Foundation Preparatory Academy does have a small library on campus, but utilizes the Suburban Acres Library – Tulsa County-City Library.

Counseling Services –

Title I through Tulsa Public Schools offers access to a part-time certified counselor.

Special Education Services –

We do not offer Special Education Services; however, Title I tutors are provided by Tulsa Public Schools.

Volunteers –

Solid Foundation Preparatory Academy has individuals within our SFPA Family base and the community who come and assist in various ways.

Solid Foundation Preparatory Academy

Finance

Budget –

The budget is made every spring with input from Executive Director/School Administrator and staff. It is finalized and approved by the Board of Directors.

Our current budget is \$519.603.

Financial Firm / Treasurer-

Deniece Mason, CPA, is our accountant.

Fiduciary Responsibility –

The Board of Directors of Latimer-Cooksey Arts and Cultural Foundation have the fiduciary responsibility of Solid Foundation Preparatory Academy.

Insurance –

Solid Foundation Preparatory Academy is insured for its contents by Hartford Insurance.

Metropolitan Baptist Church insures the building.

Accounting Practice –

Our accounting practice is General Accepted Accounting Principle (GAAP) and supervised by our accountant who is a CPA.

OCAS –

Solid Foundation Preparatory Academy / LCAC does not use the Oklahoma Cost Accounting System.

Fundraising –

Tuition covers 80% of the budget. Fundraising is used to help meet the other 20% of the budget and to assist with providing other supplies and equipment for the school.

Tax ID –

The tax ID was issued on January 4, 2004. Latimer-Cooksey Arts and Cultural Foundation : 87-0800172

Solid Foundation Preparatory Academy

Curriculum

The A Beka curriculum and additional textbooks written from the Christian perspective are used at SFPA. The repetition and development of skills within each grade level provides the continuous maintenance and development of basic skills. The curriculum was developed by Pensacola Christian Academy in Pensacola, Florida.

Eureka Math designed and written by Great Minds is the math program utilized.

Course Offerings

All students take the courses listed:

Mathematics

Language Arts

Social Studies

Science

Physical Education

Teaching Methods-

Direct Instruction with small class sizes (1:12 average teacher to student ratio)

Differentiated Instruction for leveled learning

Technology assisted instruction using Google for Education Platform

Grade Level Competencies –

Solid Foundation Preparatory Academy is in line with the Oklahoma State Department of Education ELA Standards

Solid Foundation Preparatory Academy's Grading Scale:

Pre-Kindergarten

M Mastered

NM Not Mastered

Kindergarten

E 90 – 100

S 89 – 80

I 79 – 70

N 69 - 60

U 59 - 0

First Grade – Fifth Grade

A	90 – 100
B	89 – 80
C	79 – 70
D	69 - 60
F	59 – 0

Benchmark / Assessment-

Students in grades Kindergarten through 5th will be assessed three times a year using the NWEA MAP Assessment in the fall, winter, and spring.

Students will be assessed/graded on daily classwork assignments, quiz and tests. The results will be recorded in GradeLink.

Progress reports are sent home four weeks into each quarter.

Parents are expected to attend scheduled conferences in the fall and spring. Individual classroom teachers utilize both formative and summative assessments to track student progress.

Extra-Curricular Activities –

Activities are sponsored by LCAC and the Fine Arts Academy.

Those activities include-

Chess
Ballet
Hip Hop Dance
Tutoring
Girl Power
Theater
Changemakers

Solid Foundation Preparatory Academy Students

Admission Policies –

Students applying to Solid Foundation Preparatory Academy must submit an application for enrollment. After review of applications, shadow dates are scheduled during the months of February through mid-March. Once evaluated, student will receive an acceptance or denial of acceptance letter no later than April 1st.

Enrollment Procedures –

Once students are accepted into the program, parents submit records and transcripts from former school if applicable, birth certificate, and immunization record.

Parents will receive a tuition contract, volunteer forms and photo/video release to be returned by noted due date.

Timelines –

Receipt of applications for enrollment is ongoing.

Open House is scheduled mid to end of January.

Applications are reviewed beginning February 1st.

Shadow dates are scheduled between February 1st and mid-March.

Acceptance Letters are mailed no later than April 1st.

Geographic Boundaries –

Students enrolled at Solid Foundation Preparatory Academy live in the Tulsa, Broken Arrow, Owasso, Jenks, and Glenpool Public Districts.

Target Student Population –

Solid Foundation Preparatory Academy welcomes any student/family that desires the academic program offered.

Interview / Tuition / Fees –

Students are required to participate in a shadow date before acceptance in to the program. During the shadow day, students participate in the class activities, interview and take an assessment.

The tuition cost is listed below:

Pre-Kindergarten

\$5,640.00/year

Kindergarten – Fifth Grade

\$5,280.00

Other Fees –

Book and Material Fees

\$200 - \$250 depending on grade of student

Field Trip Fees

\$5 - \$300 depending on trip

Uniforms –

Uniforms are required. The uniform is basic khaki pants with a polo shirt. Tennis shoes and closed toe/heel are allowed.

Class Size –

Class size is no more than 12 students per grade

Behavior and Discipline –

Solid Foundation Preparatory Academy strives to serve and nurture the “whole person” in each of our students. With effective collaboration of teachers and parents, our desire is to mold the students into productive citizens; academically, mentally, physically, spiritually and socially.

With firm, but reasonable, rules and regulations, we strongly believe progress and productivity will take place. The implementation of the **BIRP System**, (B-behavior, I-intervention, R-response, P-plan) will serve as one tool in observing and tracking this expected progress and productivity. A BIRP will be completed and filed for behavioral purposes only. Periodic reviews and evaluations of the students’ files will occur and the severity of consequences will be distributed on a case by case situation.

Solid Foundation Preparatory Academy

Mission Statement

Solid Foundation Preparatory Academy (SFPA) offers a first-rate Christian academic program for its students. We provide a rigorous, arts-infused curriculum and a stimulating environment conducive to intellectual growth and character development. SFPA provides the foundation for our students to become lifelong learners.

Statement of Purpose

Solid Foundation is to provide an alternative, faith-based education, rooted in the tradition of Christianity to elementary aged students (PreK3 through 5th Grade).

Vision Statement

Nurturing Academic Excellence in Tomorrow's Leaders

Philosophy of Education

Solid Foundation Preparatory Academy (SFPA) was developed under the premise that all children will learn if given the opportunity and the exposure.

The Faculty and Staff of SFPA encourages excellence from all of its students. The SFPA Faculty promotes and challenges each student to utilize their time, talent and efforts to aid in the development of his or her skills and abilities and use them for the Glory of God and for the good of our fellow man. We believe students will develop a love for learning when they are taught the "true" value of an education. We consider a "true" education being given by an educational facility that focuses on educating the young and ensuring each student understands the knowledge acquired should be used for the advancement of all people.

We take great delight in being called a "parent-friendly" facility. It is an organization, in some aspects, in which caters to the needs of the student and their parents. We understand many of our parents are of the working class and would benefit from a longer school day. Our school hours are tailored to the more popular work shift of 8 to 5.

We strive to teach each student appropriate behavior and self-control. We have several incentives in place to help deter defiant and unwanted behavior. We simply do not call parents unless we have exhausted every means to change the unwanted behavior displayed.

It is important for SFPA Faculty, Staff and Parents to have a tight link of communication. We take pride in ensuring information is passed on to each parent/guardian verbally, by electronic mail or printed correspondence on a weekly basis. A newsletter is also distributed each month. We have an open-door policy and we encourage parents to call or stop by at any time if there is an issue of concern needing to be addressed.

We are focused on being a part of developing a well-rounded student. We believe a student with a spiritual base, a sound academic background, morals and values will become a productive citizen in our world. Students are taught to respect every person regardless of his or her social, economic, ethnic and/or physical circumstances.

Our experiences have proven that students who have parents who participate and take an active interest in their child's academics are better students. With that known, we require our parents to volunteer, visit, participate in programs, accompany students on field trips, and be guest speakers throughout the year and during our career days. Students who see their parents valuing their education will in turn value it themselves. We believe the home, church and school should complement each other to promote student's spiritual growth.

We believe students must be present at school every day, complete all assignments and participate in classroom activities in order to maximize their learning experience at SFPA. Our expectations are for students to complete their own work, turn in neat work in a timely manner, develop good study habits and take pride in becoming the best student they know they must be.

The Faculty and Staff of Solid Foundation Preparatory Academy is dedicated to providing a nurturing atmosphere that is filled with love and is conducive to learning. We respect all students and their families and understand the importance being and showing concern for each and every student enrolled at SFPA.

Statement of Faith

- We believe Jesus Christ is the Son of God, born of the Virgin Mary.
- We believe Jesus Christ died for our sins and rose from the dead that we may have eternal life.
- We believe in the Trinity: Father, Son & Holy Ghost.
- We believe the Holy Bible was written by Holy Men inspired by God.

Community Support

The school is supported by the parents, neighboring public school, non-profit organizations and corporations.

Solid Foundation Preparatory Academy Facilities

Leasing / Owning –

Solid Foundation Preparatory Academy leases its facility from Metropolitan Baptist Church. The one-year lease is reviewed during the months of June and July and renewed in August.

Location / Address-

Solid Foundation Preparatory Academy is located at 4025 N. Hartford Ave., Tulsa, OK 74106

Building Description –

The building SFPA currently resides in is a 10,000 sq. ft. building. There are seven classrooms, two offices, four restrooms, an auditorium and dining hall. There is a gated outside play area in the rear of the building.

Library / Computer Lab –

Solid Foundation Preparatory Academy does have a small library on campus, but utilizes the Suburban Acres Library – Tulsa County-City Library.

SFPA has Chromebooks for our students to use at school. Our technology support is provided by 501TechNet, a non-profit in Tulsa.

Number of Classrooms –

The building currently being utilized by SFPA has seven classrooms, two offices, an auditorium and a dining hall.

Utilities –

The utilities are supplied by Public Service of Oklahoma (PSO/AEP), Oklahoma Natural Gas (ONG), and the City of Tulsa.